



LIMITED PURPOSE AQUACULTURE LICENSE (LPA) APPLICATION



This is a joint application form for (1) a limited purpose aquaculture ("LPA") license from the Maine Department of Marine Resources (DMR) and (2) a permit for aquaculture gear from the U.S. Army Corps of Engineers (ACOE). You must have both an LPA license and Army Corps permit before you can place aquaculture gear in Maine coastal waters.

Incomplete Applications: Incomplete applications will be returned to the applicant resulting in significant delays in processing time. Do not leave any questions blank. Review each checklist carefully to make sure all required information is included. Contact Flora Drury at (207) 633-9531 with any questions.

Fee: The Maine Department of Marine Resources requires a **non-refundable** fee of **\$50** for each LPA license application from Maine residents and **\$300** from non-residents of Maine. Make check payable to "Treasurer, State of Maine." There is no charge for the Army Corps permit.

Black Ink Only: Please use black ink when completing your application. DMR sends a copy of your application to the ACOE to expedite processing time. Colored ink and pencil often become illegible when scanned and copied and can result in delays for the applicant.

To apply for an LPA license: Complete this application form, including the required attachments. Send one copy of the application with the attachments and the license fee to:

DEPARTMENT OF MARINE RESOURCES
ATTN: Flora Drury
DMR, PO Box 8
West Boothbay Harbor, ME 04575

APPLICATION CHECKLIST

Before submitting your application make sure you have answered all questions and included all of the following documents. ***Failure to do so may result in significant delays in processing time.***

Required documents for all LPA applications.

- _____ **Check** for application fee (\$50 or \$300) Payable to “Treasurer, State of Maine.”
- _____ **Vicinity map** with required items shown (Page 7 & Figure 1 on Page 8)
- _____ **Overhead view** depicting layout of the gear from overhead (Page 11)
- _____ **Cross-section view** depicting gear & moorings from the side (Page 12)

Documents that are only required for sites that are within 300’ from shorefront property (measured from mean low water mark). Applications for LPA sites in marina slips, lobster pounds, and similar sites are exempt from this requirement.

- _____ **Tax map**, certified (Step 1, Page 14)
- _____ **Riparian list**, certified (Page 16)
- _____ **Copies of receipts** for sending certified mail to riparian landowners (Step 3, Page 14)

[THIS SECTION INTENTIONALLY BLANK]

REQUIREMENTS AND RESTRICTIONS FOR LPA LICENSES

See DMR Regulation 2.90 for the full regulation

1. **License Limit:** No more than four licenses may be held by any individual at the same time.
2. **Density Limit:** There can be no more than four LPA license sites within a 1,000-ft. radius. Riparian landowners are allowed to have one LPA site (not including shellfish rafts) off their shorefront property that does not count toward this limitation. LPA sites located in marina slips, lobster pounds, or similar enclosed or partially-enclosed sites that are owned or controlled by an entity which has the legal authority to restrict access to or use of the site and which has consented in writing to the placement of the gear on the site are exempt from this density standard.
3. **Assistants:** Up to three unlicensed assistants per license may be declared as helpers.
4. **Intertidal Sites:** For LPA sites above the extreme low water mark (XLW) in towns with a municipal shellfish management ordinance approved by DMR, the chairperson of the municipal shellfish committee is required to sign the LPA application form to verify that the LPA will not unreasonably interfere with the activities of the shellfish program. For LPA sites above the mean low water mark (MLW), the signature of the riparian landowner of the adjacent upland is required on the application to verify that the landowner consents to the LPA activity being conducted on the owner's intertidal land.
5. **Water Quality:** Find the water quality classification of your LPA site on the web at http://www.maine.gov/dmr/rm/public_health/closures/closedarea.htm. LPA license sites for shellfish may not be within 300 feet of any areas classified as "prohibited" and can only be located in areas that are classified as approved, conditionally approved, restricted, or conditionally restricted; except for the sole culture of seed. Sites raising only shellfish seed may be located in prohibited areas subject to relay requirements (DMR Rule Chapter 2.90(3)(C)).
6. **Essential Habitats:** LPA licenses may not be located within areas designated as Essential Habitat by the Maine Department of Inland Fisheries and Wildlife (MDIFW). DMR will determine whether your proposed LPA site is located within an Essential Habitat.
7. **Eagles Nests:** Eagles Nests: Bald and Golden Eagles are not protected under the Endangered Species Act but are protected under the Bald and Golden Eagle Protection Act (16 U.S.C. 668 et seq.) by the U.S. Fish & Wildlife Service (USFWS). As such, the USFWS recommends that all structures and activity should be limited to no closer than 660 feet of an active nest to avoid disturbing eagles under the Eagle Act. Contact Erynn Call at MDIF&W at erynn.call@maine.gov or (207) 941-4481 for questions regarding the location and status of eagle's nests.
8. **Riparian Landowners:** You are required to notify all shorefront or intertidal land owners within 300 feet of the license site by sending, via certified mail, a copy of the LPA application, including information about how riparians can submit comments to DMR regarding issuance or renewal of the license. Notification requirements apply to privately and publically (state or federal) owned lands.
9. **Army Corps Permit:** A permit from the U.S. Army Corps of Engineers is required prior to the placement or use of any gear in the license area. For more information about the Army Corps permit, contact the U.S. Army Corps of Engineers at the Maine Project Office, 675 Western Avenue #3, Manchester, Maine 04351, or at (207) 623-8367.
10. **Renewing your LPA License:** LPA licenses expire on December 31 each year. DMR will send you a renewal form in November. Return the renewal form to DMR postmarked by December 1 so your license will remain in effect while the renewal is processed. Otherwise your LPA will expire, your Army Corps permit will become invalid, and you will be required to remove all gear from the LPA site by December 31.

STANDARD CONDITIONS for LPA licenses *Source: DMR Rule Chapter 2.90 (5) and (6)*

1. **No Discharge.** *See Chapter 2.90 (5)(A).* The licensed activity must not generate a discharge. This means that you cannot add any foreign substances to the water, such as feed or medicine. The use of marine algae legally obtained from Maine waters without significant modification as food for green sea urchins on an LPA site does not constitute a discharge.
2. **Carry a copy of the LPA License.** *See Chapter 2.90 (5)(B).* You and your named assistants are the only people legally allowed to handle aquaculture gear belonging to you. You must each carry a copy of the LPA license whenever you are engaged in any activity at the LPA site. If a National Weather Service-issued hurricane warning is in effect, then others may also assist you and handle the gear.
3. **Restrictions on Harvest, Commingling, and Wet Storage.** *See Chapter 2.90 (5)(C)(1) and Chapter 2.90 (5)(E).* You must not commingle shellstock or conduct wet storage of shellfish. Harvest of shellfish is prohibited in areas closed due to marine biotoxins or bacterial pollution. For details about closed areas, see the Department's web site at: http://www.maine.gov/dmr/rm/public_health/shellfishgrowingarea.htm or call DMR Marine Patrol Division I at 207-633-9595 (for areas west of Port Clyde), or Division II at 207-667-3373 (for areas east of Port Clyde), or call the Shellfish Sanitation Hotline at 1-800-232-4733.
4. **Biotoxin Monitoring Requirements.** *See Chapter 2.90 (5)(C).* When DMR determines that biotoxins are or may be present in the LPA area, you must submit at least twelve (12) shellfish samples to DMR for analysis **prior to harvesting shellfish** from your LPA site. Call the DMR Biotoxin Laboratory at Boothbay Harbor, 207-633-9555, or Lamoine, 207-667-2418, **at least five (5) business days prior** to anticipated harvest. You are responsible to pay for testing.
5. **Record-Keeping and Annual Report.** You must maintain complete, legible, and accurate records of transport, transfer, harvest, and monitoring and keep these available for inspection for at least two (2) years; and submit to the Commissioner an annual report of these activities. The records must include the following:
 - (1) LPA acronym, site location, date, and data related to marine biotoxin analyses;
 - (2) Source of shellfish, including seed if the seed is from growing areas which are not in the approved classification status pursuant to Chapter 2.90 and/or Chapter 15;
 - (3) Dates of transplanting and harvest;
 - (4) Detailed records of sales;
 - (5) Water source, its treatment method, if necessary, and its quality in land based systems pursuant to Chapter 15.32, 15.33, 15.34 and or 15.35; and
 - (6) Records of the origin and health status of all seed or shellfish stocks reared on the site must also be maintained.
6. **Site Marking.** *See Chapter 2.90 (6)(B).* Mark your LPA site at each corner or at the center with buoys supporting letters at least 2" high spelling "Sea Farm". Each buoy and piece of gear must clearly display your name, LPA license acronym, and home port or home address. Corner buoys, if any, must be distinguishable from interior markers and gear.
7. **Maintenance Standards.** *See Chapter 2.90 (6)(A).* All aquaculture gear must be maintained and kept in a fully operational condition. You must collect and/or remove any loose or errant gear or equipment. Storage of gear when not in use must be located in an upland location and not on the substrate or on marsh vegetation.
8. **Contact the Coast Guard.** *See Chapter 2.90 (6)(C).* You must contact the U.S Coast Guard Private Aids to Navigation Office for approval of navigation marking devices according to the United States Coast Guard Private Aids to Navigation (PATON) standards. To begin the application process, go to <http://www.usharbormaster.com/> and register, OR call the District 1 office at 617-223-8358. Send DMR a copy of any Coast Guard marking requirements.

GENERAL INFORMATION

Name of Applicant (must be a person): _____

Address: _____

City: _____

County: _____

State, zip _____

Telephone: Business _____ Home _____ Cell _____

Email address: _____

Are you listed as an assistant on any existing LPA licenses? If yes, please list them (LPA Acronym):

Do you have any other current LPA licenses? If yes, please list them (LPA Acronym): _____

Assistants: (1) _____ (2) _____

(3) _____

Location of license site: Town: _____ County: _____

Water body: _____

Additional description (e.g., south of Hog Island): _____

LPA Health Area #: _____

(Look up at <http://www.maine.gov/dmr/aquaculture/documents/lpahealthmap.pdf>)

Purpose (Check one):

_____ Commercial (product is ultimately sold)

_____ Recreational (product kept for personal use, not sold)

_____ Municipal shellfish management

_____ Scientific/Educational

Species and Source of Stock: Check each species to be cultivated and list the source of stock for each. *Note:* Any seed that does not come directly from a hatchery is considered “wild” seed and must come from within the LPA License Health Area in which your license is located, OR you will need a transfer permit from DMR aquaculture biologists. Clams, other than razor clams, may only be obtained from a hatchery unless a town has issued a permit to collect wild stock.

Check Here	Species	Source of Stock (Name, address, & phone number)
	Blue mussel (<i>Mytilus edulis</i>)	
	Hard clam/quahog (<i>Mercenaria mercenaria</i>)	
	Hen clam (<i>Spisula solidissima</i>)	
	Soft-shelled clam (<i>Mya arenaria</i>)	
	Razor clam (<i>Ensis directus</i>)	
	American or eastern oyster (<i>Crassostrea virginica</i>)	
	European oyster (<i>Ostrea edulis</i>)	
	Sea scallop (<i>Placopecten magellanicus</i>)	
	Green sea urchin (<i>Strongylocentrotus droebachiensis</i>)	
	Bay scallop (<i>Aequipecten irradians</i>)	
	Marine algae (all seaweeds, including kelp). <i>List each individual species here:</i>	

Coordinates: Enter geodetic coordinates for the center point of the license site below in *either* degrees minutes seconds or decimal degrees:

Degrees/minutes/seconds: Latitude: _____° _____' _____"N

Longitude: _____° _____' _____"W

OR

Decimal degrees (to 6 decimal places). Latitude: _____._____

Longitude: - _____._____

Water Quality: Growing Area (e.g. "19-A"): _____ Pollution Area # (e.g. "B.2". or "none") _____

Water Quality Classification: _____
(Go to http://www.maine.gov/dmr/rm/public_health/closures/closedarea.htm for classification.)

Eagle's nest: Is there an eagle's nest within 660 feet (200 m) of the LPA?

____ Yes ____ No

If yes, contact Erynn.Call@maine.gov, (207) 941-4481 What restrictions does MDIF&W suggest for your proposed activities at this location?

Description of License Site (*in sentence form, describe the site below*):

Surrounding uplands (*i.e. forested, residential, farmland, commercial*): _____

Bottom characteristics (*description of substrate including flora and fauna*): _____

Depth at mean low water _____ ft.

Depth at mean high water _____ ft.

Eelgrass: Are there eelgrass beds on or near the site? If none, write "None." If so, where? How far are they from the site? When were these observations made?

Existing Uses: Describe, in detail, all current uses of the waters on and around the proposed license site. ***Including the type, frequency, season, duration, and amount of activity.***

Commercial Fishing: _____

Recreational Fishing: _____

Boating: _____

Other Uses: _____

VICINITY MAP

Attach a vicinity map showing the LPA site and surrounding area. An enlargement of a NOAA chart or USGS Topographic map is suggested to provide this information. On the map, show the following:

- Location of proposed site
- 300' radius circle around site
- 1,000' radius circle around site
- North Arrow (indicate true or magnetic north)
- Show depth contours and indicate mean low water (MLW) and mean high water (MHW) on all land adjacent or nearest the site.
- Ebb and Flood directions
- Scale used on plan
- Distance to DMR water quality closure lines

Label the location on your vicinity map, and check each of the following below, that are within 1,000 feet of the site.

- ☐ Federal navigation projects or anchorages
- ☐ Navigational channels
- ☐ Structures
- ☐ Aquaculture leases or licenses (LPAs)
- ☐ Anchorages or moorings
- ☐ State or federal beaches
- ☐ Docking Facilities
- ☐ None of the above

[THIS SECTION INTENTIONALLY BLANK]

VICINITY MAP :

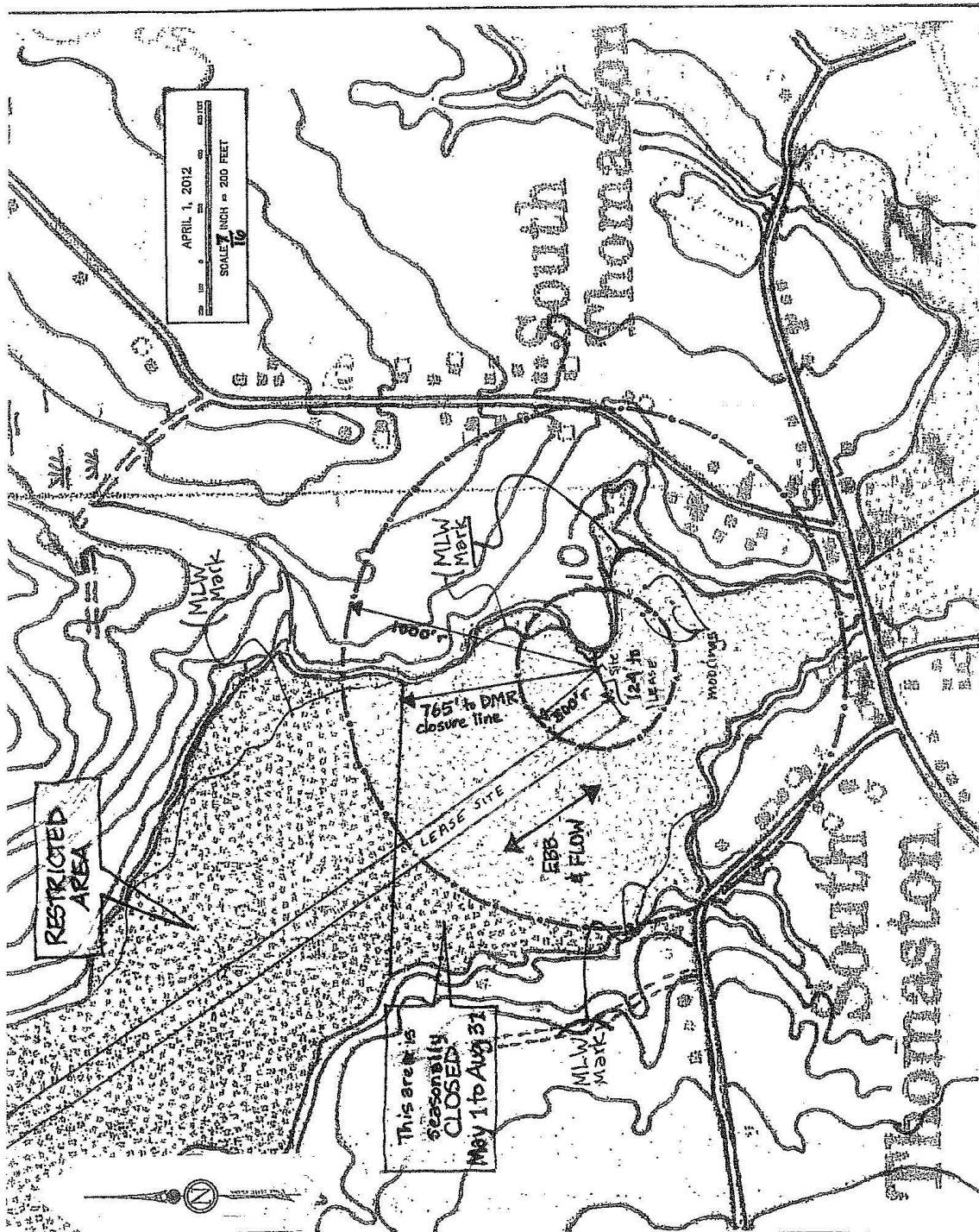


Figure 1. Example Vicinity Map. Additional sample drawings available at http://www.maine.gov/dmr/aquaculture/aquaculture_lease_applications.htm

GEAR DESCRIPTION

Gear Categories Description (See 2.90 (2)(F)(2) for complete regulation of allowed gear types:

No Gear (bottom culture only): Organisms will be cultured on the bottom with no gear or predator netting.

Upweller: Floating upweller system for spat growout.

Shellfish rafts, associated predator nets and spat collectors: Floating raft with suspended dropper lines and anti-predator netting typical of mussel culture. E.g. mussel raft.

Shellfish tray racks and over wintering cages: Box shaped cages made of rigid mesh (wire coated or plastic), often with interior shelves designed to hold soft mesh bags. Tray racks are often outfitted with floats that double as feet to hold the cages off the bottom. E.g. OysterGro and OysterRanch cages.

Soft bags, semi rigid bags, and/or floating trays: Single-layer soft mesh bags that are typically made of rigid plastic or wire mesh. Bags are most frequently floated on the surface in lines, placed inside tray racks/overwintering cages, or sunk to the bottom.

Lantern nets and/or pearl nets: A lantern net is a five or ten tier set of circular nets suspended from a central line. A pearl net is a single, pyramidal mesh enclosure.

Fencing and brushing: Typically used by municipal shellfish programs in the intertidal zone for collection of soft shell clam spat.

Scallop spat collector bags: Mesh bags containing additional material (e.g. smaller mesh, Brillo pads) to increase surface area. Multiple bags are typically attached to a single vertical line.

Scallop ear hangers: Horizontal or vertical lines that attach to individual scallops by ear hangers.

Marine algae gear: Gear typically used May include rope, rafts with ropes attached, bags, longlines, and or rope grids.

Bottom anti-predator netting: Netting that is spread over the bottom to exclude predators from species being cultured.

Check each gear category that you are seeking authorization for.

- ☐ No Gear (bottom culture only)
- ☐ Upweller
- ☐ Shellfish rafts, associated predator nets and spat collectors
- ☐ Shellfish tray racks and over wintering cages
- ☐ Soft bags, semi rigid bags, and/or floating trays
- ☐ Lantern nets and/or pearl nets
- ☐ Fencing and brushing
- ☐ Scallop spat collector bags
- ☐ Scallop ear hangers
- ☐ Marine algae
- ☐ Bottom anti-predator netting

LIST EACH INDIVIDUAL GEAR TYPE THAT YOU WILL USE IN THE TABLE BELOW

Specific Gear Type (e.g. soft mesh bag)	Dimensions (e.g. 16"x20"x2")	Dates that gear will be in the water

Overall footprint: Outer dimensions of maximum gear layout on license site in feet (may not exceed 400 square feet): *NOTE: WIDTH AND LENGTH MUST BE A WHOLE NUMBER (NO FRACTIONS OR DECIMALS) THAT IS ONE FOOT OR LARGER.*

Width (1' or more, whole number): _____ Length (1' or more, whole number): _____

Moorings: Describe the tackle to be used inclusive of mooring type, poly line, bottom tackle, etc.

Overwintering: Will gear remain on the site during the winter?

_____ Yes _____ No

If yes, describe the changes between growing season and overwintering.

OVERHEAD VIEW AND CROSS-SECTIONAL VIEW OF GEAR LAYOUT

ATTACH both an overhead view and cross-sectional view drawing on 8 ½" x 11" paper, drawn clearly and dark enough to photocopy. Do not use color shading; it will not show on copies. Additional sample drawings are posted on the DMR web site at http://www.maine.gov/dmr/aquaculture/aquaculture_lease_applications.htm

Overhead View: From an overhead view, show the **maximum** layout of gear to be deployed on the site. **Label** gear to show number of units, dimensions, and materials. Include drawings of individual types of gear. Show on the plan that the area occupied by the gear, excluding mooring equipment but including space between items of gear, will not exceed 400 square feet.

NOTE: A SEPARATE OVERHEAD VIEW DRAWING IS REQUIRED FOR EACH POSSIBLE GEAR CONFIGURATION, INCLUDING CHANGES FOR OVERWINTERING.

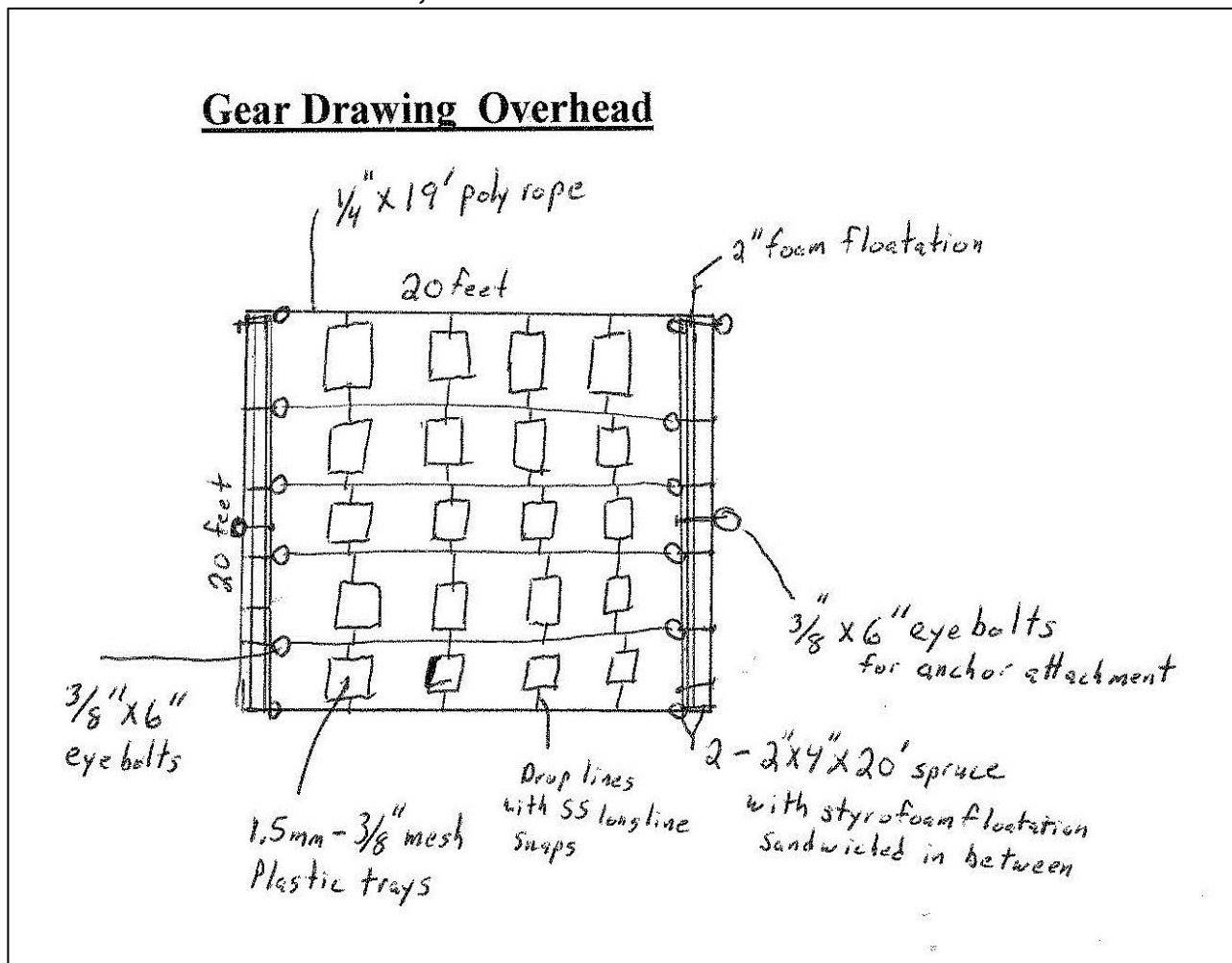


Figure 2. Example overhead view of gear. Additional sample drawings available at http://www.maine.gov/dmr/aquaculture/aquaculture_lease_applications.htm

Cross-Section View: Show the sea bottom substrate, mean high and low water marks, and profiles of gear in cross-section as it will be deployed. **Label** all gear with dimensions and materials. **Show** mooring gear with mooring type, scope, hardware, and line type and size. Drawing must depict water depth at mean high- and mean low-water.

NOTE: A SEPARATE OVERHEAD VIEW DRAWING IS REQUIRED FOR EACH POSSIBLE GEAR CONFIGURATION, INCLUDING CHANGES FOR OVERWINTERING.

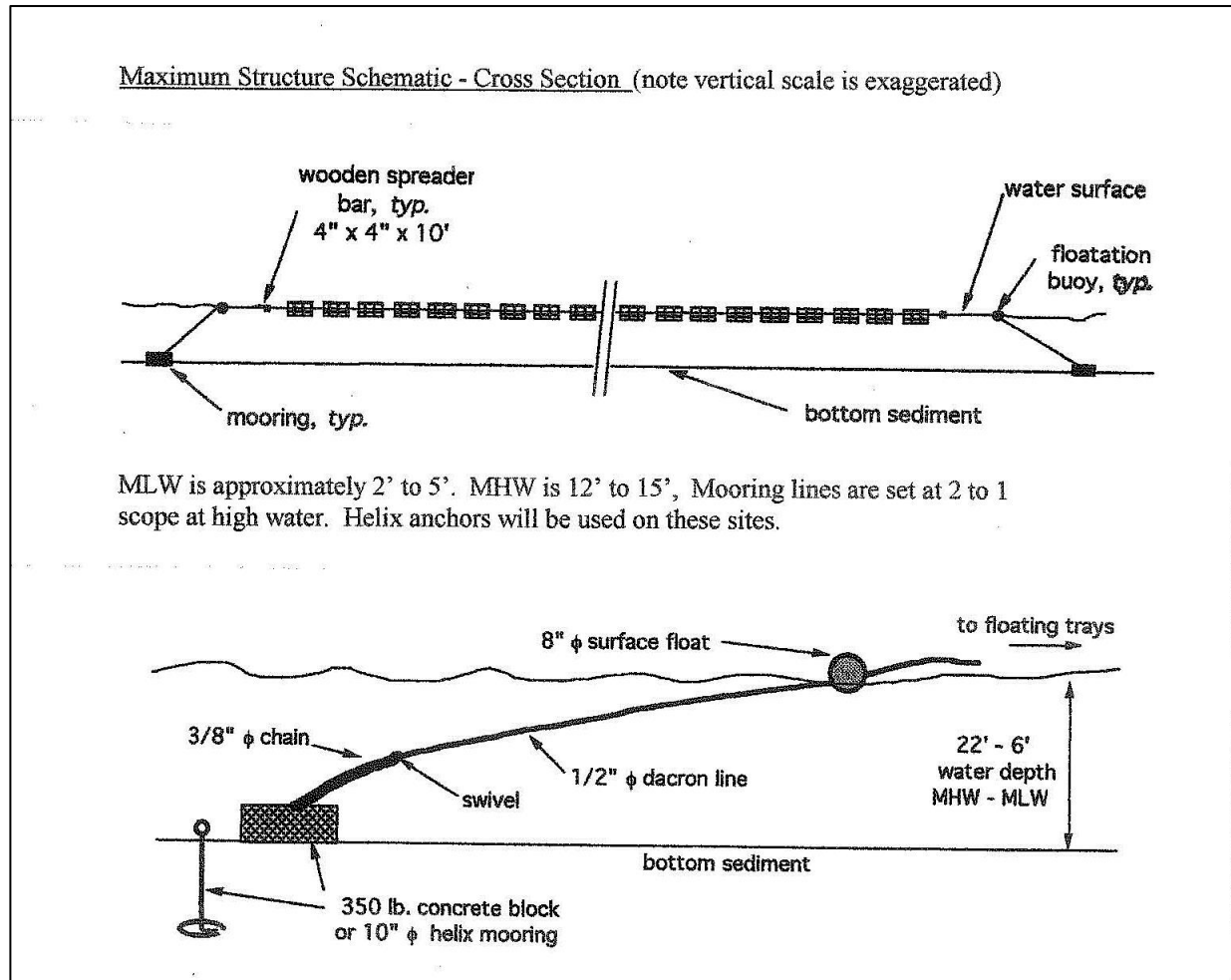


Figure 3. Example Cross Sectional View of Gear. Additional sample drawings available at http://www.maine.gov/dmr/aquaculture/aquaculture_lease_applications.htm

REQUIRED SIGNATURES

Harbormaster or Town Official Signature

I have reviewed this license application and find that this activity, as proposed, will not unreasonably interfere with navigation, the ingress and egress of riparians within 300' of the license site, or fishing or other uses of the area.

Print Name, Town, Title:

Date

Signature of Harbormaster or Town Official

DMR Rule Chapter 2.90 (2) (D) (2) – In municipalities not served by a harbormaster, a municipal officer (selectman, councilor, alderman, or mayor, see 30-A MRS §2001 (10)) or other **elected municipal official may sign the application. For the unorganized territory where a harbormaster does not have jurisdiction, a marine patrol officer may sign*

OTHER SIGNATURES REQUIRED AS NOTED BELOW

Marina or Pound Owner

(For sites in marina slips, lobster pounds, and similar areas - see DMR Rule Chapter 2.90 2 (E)(1))

I, _____ (print name), am the owner or the authorized representative of the owner or entity that has the legal authority to restrict access to or use of the marina slip, lobster pound, or similar area where this LPA license site is located, as described in DMR Rule Chapter 2.90 (1) (B). I consent to the placement of aquaculture gear on this site as proposed in this application.

Signed: _____ Date: _____

Riparian Landowner of Intertidal Zone:

(For sites above mean low water, MLW – see DMR Rule Chapter 2.90 (2)(D)(3)(b))

I, _____ (print name), am the riparian owner of the upland and adjacent intertidal land where this LPA license site is located. I consent to the placement of aquaculture gear on this site as proposed in this application.

Signed: _____ Date: _____

Shellfish Committee Chair

(For sites above extreme low water, XLW see DMR Rule chapter 2.90(2)(D)(3)(a). Only required in municipalities with an established Municipal Shellfish Committee)

I, _____ (print name), am the chairperson of the Municipal Shellfish Management Committee for the Town of _____. This LPA license site is located above the extreme low water mark. My signature below verifies that this LPA will not unreasonably interfere with the activities of the municipal shellfish management program, according to DMR Rule Chapter 2.90 (3) (a).

Signed: _____ Date: _____

Riparian Notification

Is there shorefront land (including state and federal owned) within 300 feet of the proposed license site?

_____Yes _____No

If yes, you are required to send a copy of your application to all riparian property owners whose property is within 300 feet of the proposed license site following the directions below. If there is no shorefront land within 300 feet, you may skip this section. Applications for LPA sites in marina slips, lobster pounds, and similar sites are exempt from this requirement.

INSTRUCTIONS FOR NOTIFICATION TO RIPARIAN LANDOWNERS

Step 1, Tax Map: Obtain a certified copy of the municipal tax map showing the land in the vicinity of the lease site. On the map, **mark** the centerpoint of the LPA site. If there is an accurate scale on the map, **draw** a 300-foot radius around the site. **ATTACH THE MAP TO YOUR APPLICATION**

NOTE FOR LPAs PROPOSED IN UNORGANIZED TERRITORY: To obtain a list of shorefront properties for LPAs in Unorganized Territory, contact Lisa Whynot, Property Appraiser II, Unorganized Territory, 24 State House Station, Augusta, Maine, 04333.

Step 2, Riparian Owners List: On the “Certified Riparian List” (Page 16 below), list the names and current mailing addresses of all riparian landowners of shorefront land within 300 feet of the lease site as shown in the municipal tax records. **Have the list certified by the municipal clerk or tax collector. ATTACH THIS LIST TO YOUR APPLICATION**

Step 3, Notify Riparians: Send a copy of the completed application, including the page of this application titled “Notice to Riparian Landowners” (Page 15 below), via **certified mail** to all the riparian landowners on the list. Note: Name and address must be filled out on receipt(s). **ATTACH THE ORIGINAL (OR COPIES) OF THE RECEIPTS TO YOUR APPLICATION**

[THIS SECTION INTENTIONALLY BLANK]

NOTICE TO RIPARIAN LANDOWNERS

You have received a copy of an application to the Maine Department of Marine Resources for a limited-purpose aquaculture (LPA) license to grow shellfish or marine algae (seaweed) in an area of Maine coastal waters covering no more than 400 square feet. DMR rules require the applicant to send a copy of the application to owners of shorefront land that is located within 300 ft. of the proposed license site.

This is a very small-scale aquaculture project. The town harbormaster or other official is required to sign the application form to certify that the project will not unreasonably interfere with navigation, fishing or other uses, or the ingress and egress of riparian landowners.

Please contact DMR at the address below within the next two weeks if you have comments or concerns about the impact of the proposed license on your ability to move to and from your shore by water.

Should the license be granted, please contact us if you have concerns about the operation of the license site at any time. You should feel free to contact the licensee with any concerns, as well; the contact information is listed on the first page of the application form.

LPA licenses are issued for the calendar year; they expire on December 31, and they can be renewed at that time for the following year. If the licensee applies to renew this license in future, DMR will notify the municipality and request it to post the notice of the renewal application at the town office. Riparian landowners may submit comments to DMR about the proposed renewal within 14 days of the date of the notice.

DMR will consider all comments received in the course of the renewal process, as well as any comments received during the course of the previous year of operations under the license, in determining whether the license should be renewed for an additional year.

To submit comments to the Department about this LPA license site at any time, please contact:

Flora Drury
Department of Marine Resources
P.O. Box 8
West Boothbay Harbor, ME 04575
(207) 633-9531
flora.m.drury@maine.gov

– RIPARIAN OWNERS LIST –

For Maine Department of Marine Resources LPA license applications

THIS LIST MUST BE
*****CERTIFIED*****

On this list, please show the current owners' names and mailing addresses for all shorefront parcels within 300 ft. of the proposed lease site. Ask the Town Clerk to complete the certification form below. If the parcels are within more than one municipality, provide a separate, certified, riparian list for each municipality.

TOWN OF:

MAP # **LOT #** **Landowner name(s) and address(es)**

CERTIFICATION

I, _____, Town Clerk of _____, certify that the names and address of the property owners listed above are those listed by this municipality and are current as of this date.

SIGNED: _____ DATE: _____

APPLICANT'S SIGNATURE

I declare that the information I have provided on this form is true and correct and that I will comply with all applicable DMR laws and rules. I understand that, under Title 12 MRS §6306, my signature on this application authorizes Marine Patrol officers to inspect my license site. I understand that my license can be revoked if I provided false information in my application.

Signature of Applicant

Date

Note: When the applicant is a municipal shellfish management committee, the committee chair shall sign the application (C.2.90 (2) (D) (1)).

Before submitting your application make sure you have answered all questions and included all of the following documents. *Failure to do so may result in significant delays in processing time.*

Required documents for all LPA applications.

_____ **Check** for application fee (\$50 or \$300) Payable to "Treasurer, State of Maine."

_____ **Vicinity map** with required items shown (Page 7, Figure 1 Page 8)

_____ **Overhead view** depicting layout of the gear from overhead (Page 11)

_____ **Cross-section view** depicting gear & moorings from the side (Page 12)

Documents that are only required for sites that are within 300' from shorefront property (measured from mean low water mark). Applications for LPA sites in marina slips, lobster pounds, and similar sites are exempt from this requirement.

_____ **Tax map**, certified (Step 1, Page 14)

_____ **Riparian list**, certified (Page 16)

_____ **Copies of receipts** for sending certified mail to riparian landowners (Step 3, Page 14)